LOS ANGELES COUNTY

RECYCLING COORDINATOR DUTIES

**Recycling Coordinator Duties:**

- Facilitate the activities of your Department to produce as little waste as possible and maximize recycling.
- Facilitate recycling best practices such as providing signage, training to encourage employees to recycle paper, beverage containers, and batteries.
- Promote the implementation of waste reduction, recycling policies, and best practices throughout your Department.
  - Confirm toner cartridges are sent to your Departments designated location for proper recycling.
  - Confirm that paper recycling desk side bins are next to every printer. If needed, provide employees with their own paper recycling desk side bins.
  - Confirm your Department has paper recycling services in place.
  - Donate, acquire or exchange materials with other County departments and charitable organizations in coordination with the County’s Surplus Program. ([http://countysurplus.co.la.ca.us/scripts/surIndex.cfm](http://countysurplus.co.la.ca.us/scripts/surIndex.cfm))
  - For field offices, consider having liaisons there to assist you with recycling and employee outreach.
  - If your Department has leased facilities and field offices, check to see if they are providing waste reduction and recycling services.
  - Encourage co-workers to bring lunch in a reusable contain instead of a single-use container.
  - Encourage co-workers to Bring Your Own (BYO). Keep reusable plates, mugs, and utensils at work.

For more information:
Email: CDRP@pw.lacounty.gov
Public Works Recycling Coordinator at (626) 458-7834 1.27.2020